

National Weather Service Instruction (NWSI) 10-1805
National Service and Technical Change Messages

- When signed, this new instruction will supercede Weather Service Operations Manual (WSOM) A-40, “Service Change Process”,online at: <http://www.weather.gov/wsom/>:

Before the effective date of NWSI 10-1805:

click on Part A, and then click on NA409908 “Service Change Process”

After the effective date of NWSI 10-1805:

click on Archives “Canceled or Superseded Documents”, and then click on NA409908 “Service Change Process”

- This directive will become effective 60 days after it is signed. This allows a smooth transition between previous lead times (WSOM A-40, section 6) and the new lead times (10-1805, section 5 and Table 1). We encourage the regional and NWSH program managers to begin using the new lead times as early as possible in their planning, even before the instruction becomes effective. All service and technical changes transmitted on or after the effective date of NWSI 10-1805 will have lead times as specified in NWSI 10-1805, Table 1.

Changes between WSOM A-40 and NWSI 10-1805:

Background Summary

- We migrated information from WSOM Chapter A-40, “Service Change Process”. When signed, this new instruction will supercede WSOM A-40. The name of the new instruction is “National Service and Technical Change Messages” to better reflect the scope of this instruction. We also clarified the scope in section 1, indicating this instruction does not address changes to NWS web pages or file transfer protocol (ftp) file servers.
- We incorporated an Executive Summary of the significant changes between WSOM A-40 and NWSI 10-1805 on the cover page of NWSI 10-1805, with a link to a web page where this more specific list of changes is posted.

- We added more explicit guidance on the content of national service and technical change messages and included more examples. The significant changes in language and content are:
 - The minimum advance lead times between issuance of the notification message and the effective date have increased significantly, based on input from national NWS customers - see section 5 and Table 1.
 - A waiver from the Office of Climate, Water, and Weather Services (OCWWS) director will be required if the minimum advance lead time shown in Table 1 cannot be provided. When granted, the reasoning for the waiver must be included in the national service or technical change message.
 - Any change to the supporting information, such as shapefiles, sample product formats, or communication identifiers, after a national service or technical change message has been issued will require an updated national service or technical change message, with a new effective date, to allow for the minimum advance lead time from the date of the new notification message.
 - The focus of this instruction is on national service and technical change messages, including national Public Information Statements (PNS). There is only a brief mention in section 2.1 about local or regional service changes and references to NWSI 10-501, “WFO Statements, Summaries, Tables Product Specification” and NWSI 10-102, “New or Enhanced Products and Services”.
 - All of the appendices are new. Appendix A from WSOM A-40 has been expanded and reorganized into new appendices C through J. New appendices have been added for Definitions (Appendix A), a list of NWS Headquarters notification contacts (Appendix B), and to show a sample general national level PNS (Appendix K), National Administrative Message for NWWS (Appendix L), and National Administrative Message for EMWIN (Appendix M).
 - References to the Committee on Analysis and Forecasting Techniques Implementation (CAFTI) have been replaced with OST’s science review and approval process, overseen by OST’s Science Plans Branch (OST12).

- The product type titles for the Service Change Notice (SCN), Technical Implementation Notice (TIN), and the National Administrative Message for NOAA Weather Wire Service (NWWS) have been shortened in order to accommodate the proper format for corrected and updated messages (refer to NWSI 10-1701). The old and new product type lines are:

SCN:

OLD: PUBLIC INFORMATION STATEMENT...SERVICE CHANGE NOTICE YY-##

NEW: SERVICE CHANGE NOTICE YY-##

TIN:

OLD: PUBLIC INFORMATION STATEMENT...TECHNICAL IMPLEMENTATION NOTICE YY-##

NEW: TECHNICAL IMPLEMENTATION NOTICE YY-##

National Administrative Message for NWWS:

OLD: NATIONAL ADMINISTRATIVE MESSAGE FOR NOAA WEATHER WIRE SERVICE

NEW: NATIONAL ADMINISTRATIVE MESSAGE FOR NWWS

- The \$\$ code has been added to the end of the message, to comply with NWSI 10-1701, "Text Product Formats and Codes". The \$\$ is now used in place of "END", which was previously used in the examples in WSOM A-40, Appendix A.
- The effective date of the service or technical change must be included in the subject line of the messages.
- An explicit list of WMO headings and AWIPS identifiers for all products affected by the change will be included in the service or technical change message or posted to a web site, with the link included in the service or technical change message.
- AFOS identifiers are not included in national service or technical change messages, since they are not used by external partners and customers.
- Sample products will not be embedded in national service or technical change messages. Instead, they will be posted to a web site, with the link included in the service or technical change message.
- Examples of new or revised products shown on web pages and/or included in signed directives or instructions before the implementation will be identical to the format that is implemented on the effective date.

- New or revised shapefiles must be posted on the AWIPS Map Database web page (<http://www.nws.noaa.gov/geodata/>), with the appropriate minimum advance lead time, as shown in Table 1, *before* the service or technical change message is transmitted.
- The NWSH branches and divisions are responsible for the coordinating the activities associated with the change; developing, reviewing, quality controlling, and authorizing the message; and providing it to the OCWWS Notification Coordinators (see section 9 and Appendix B). One of the OCWWS Notification Coordinators will transmit the message via AWIPS, e-mail it to the standard list of interested individuals, and post it to the OCWWS web page.
- The NWSH branch or division notification focal points should e-mail the final draft message to the OCWWS Notification Coordinators two business days before the message is intended to be transmitted.
- We added more information about National Administrative Messages for NWWS and EMWIN in section 6 and examples in Appendices L and M.
- We added paragraphs in section 9 describing how many messages will be sent on a particular date and what days and times messages are usually sent.
- Continues to allow the use of the colon character throughout the message and the NNNN at the end of the message. The next update to NWSI 10-1701 will be changed to allow the use of the colon, and perhaps additional non-standard characters, in public information statements and administrative messages.
- OCIO's Mail Administrators will maintain standard e-mail distribution lists for each of the types of national service or technical change messages. OS51 will coordinate with the Mail Administrators to develop these lists before this instruction is signed and implemented.

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